

Parent Handbook



July 2019
Volume 13

"CHILDHOOD IS THE MOST BEAUTIFUL OF ALL LIFE'S SEASONS."

-AUTHOR UNKNOWN

Table of Contents

PHILOSOPHY	4
POLICIES & PROCEDURES	4
PLEASE NOTE THE FOLLOWING:	7
PARENT/CHILD ORIENTATION.....	8
PROGRAMS OFFERED	9
INFANT PROGRAM (12 TO 19 MONTHS)	9
TODDLER PROGRAM (19MTHS - KINDERGARTEN).....	10
OUT OF SCHOOL CARE PROGRAM (AGE 5-12 YEARS)	12
SCHOOL VACATIONS.....	12
NO SCHOOL DAYS POLICY	12
HOURS OF OPERATION	13
DAYCARE	13
OSC	13
CLOSED ALL STATUTORY HOLIDAYS	13
CONTACT INFORMATION	13
FEES & SCHEDULE	14
DAYCARE	14
OSC	14
DEPOSIT FEE	Error! Bookmark not defined.
REFUND POLICY	15
LATE PAYMENT/NSF	15
CHANGE OF INFORMATION.....	15
PICK UP & DROP OFF POLICY	16
CANCELLATION POLICY	16
LATE PICK UP POLICY	17
BABYSITTING POLICY	18
OPEN DOOR POLICY.....	18
SOCIAL MEDIA POLICY.....	19
Procedure:	19
REST POLICY.....	20
OSC	20
OUTDOOR EXPERIENCES.....	21
SUNSCREEN AND BUG SPRAY	21
WHAT WE PROVIDE	22
DAYCARE	22
OSC	22
NO SHOW POLICY.....	23
DAYCARE	24
OSC	24
Parental Involvement	25
CHILDREN'S RECORDS	26
LET'S TALK ABOUT TOUCHING POLICY.....	26

CHILD GUIDANCE..... 27

BEHAVIOR MANAGEMENT POLICY 28

POTENTIAL HEALTH RISK 29

PARENT RESPONSIBILITIES:..... 30

 Parent Responsibilities: 30

SUPERVISED CARE FOR SICK CHILDREN..... 31

HEAD LICE POLICY 31

ADMINISTRATION OF MEDICINE 32

 HERBAL REMEDIES 32

HEALTH CARE 33

EMERGENCY/EMERGENCY EVACUATION PROCEDURES 33

SEVERE WEATHER (TORNADO) POLICY 34

BOMB THREAT PROCEDURE 34

SMOKING..... 35

ACCIDENT, INCIDENT OR ILLNESS REPORTING..... 35

PARENT GRIEVANCE/COMPLAINT 36

HANDBOOK REVIEW AND REVISION POLICIES 37

PHILOSOPHY

Our philosophy is:

P - Possibilities

L - Love

A - Acceptance

Y - You Matter

And to provide all children the tools and opportunities to be *mighty learners in their community.

A *Mighty Learner brings body and mind – his/her whole being – to play and learning. To be mighty means to be powerful, robust, vigorous, stalwart and awe-inspiring. The image of the child described within the curriculum framework is a strong, resourceful, capable child – a mighty learner and citizen. Every child is a mighty learner.

POLICIES & PROCEDURES

KCKK Policies & Procedures can be located on our website, in the main play room as well as the office. We welcome parents to look them over and ask any questions. During orientation, the policies and procedures will be discussed between the Parents and the Executive Director, to make sure there are no misunderstandings.

- i) Staff will complete their monthly planning based on children’s observations and interests. These observations will insure that the program is meeting the developmental needs of all children.
 - ❁ Physical development will be met through planned daily outdoor and indoor play experiences (weather permitting) which will facilitate gross motor movements. Fine motor development will be incorporated into daily routine such as art experiences, meal times and planned activities. The program will also assist physical health with proper nutrition, hand washing and dental health. Recreational activities are planned, with a balance of cooperative games and sports. KCKK will provide opportunities for children to learn about the benefits of regular exercise, good nutrition, hydration, hand-washing practices and hygiene.

- ❁ Social development will be met through staff displaying appropriate social behavior and act as role models for children. Early childhood educators will facilitate sharing and cooperation where developmentally appropriate. Encourage responsibility and independence and mutual respect for all children and staff. Staff will encourage children to express their feelings and emotions in developmentally appropriate ways.
- ❁ Cognitive/Intellectual development will be met through planned daily experiences. Staff will assist children with concept formation (size, shape, color, and texture), encourage problem solving skills, assist in classifying, awareness in similarities and differences and increase observation skills.
- ❁ Creative development will be met daily through open ended art experiences and dramatic play. Staff will facilitate this learning instead of leading, thus encouraging the children to direct the play themselves. Children will be addressed individually or in small groups for daily creative experiences.
- ❁ Early childhood educators will help children to become aware of their emotions and allow healthy and acceptable emotional release. Staff will increase self-esteem by celebrating accomplishments and independence. This is made possible through developmentally appropriate experiences in which children will exceed.

- ❁ KCCCK believes language development is essential for staff and children. Children will be provided with a number of opportunities to practice language skills such as, in the dramatic play area, during meal times, and through both planned and spontaneous daily interactions with their peers.

- ii) Indoor: The KCCCK operates in a modular building. This modular allows for adequate light within the play area, space for diapering which allows for adequate supervision, multiple sinks for hand washing and multiple bathrooms. The space also provides an adequate area for administrative duties and a kitchen. We have provided a sketch of the modular unit. We have provided a sketch of the modular unit that we will be utilizing. The space will also be utilized as a safe and private place for children to speak to caregivers about their feelings.

The indoor space is arranged so that a variety of activities can occur simultaneously and is arranged in a way that meets the diverse needs, as well as the number of children in the program. Children have a quiet space available that provides opportunities to relax, read and rest that is arranged and resourced to support quiet, messy and noisy activities. A daily safety inspection of the indoor environment is conducted to ensure that potential hazards are addressed. Portable materials and equipment are accessible to children, materials and opportunities for children to work independently, in small or in large groups are available, a variety of materials are available to and accessible by the children and the children are aware of them and ask staff to use them.

Outdoor: Each classroom has access to a deck and fenced green space. It offers us a connected play space between the two rooms, and an open play space with grass. The outdoor playground is fully enclosed by a chain link fence and gate. The space is equipped with materials for small children to engage in gross motor activities. Adequate space is provided for running, climbing and riding toys. There is a large jungle gym with slide, riding toys, sand box and picnic tables. Play materials such as balls, hula hoops, nets and baskets, bean bags and parachutes will be available for endless play opportunities in all our outdoor spaces.

We are situated on the Buffalo Trails School property and have access to a large sledding hill and playground equipment for the older children in the program with ample opportunities to explore nature.

KCKK also has permission to utilize the Buffalo Trail School playgrounds located on the property.

- iii) KCKK has a strong partnership with the Buffalo Trails School Division. This allows a greater flow of resources such as playground equipment, library access and play materials. KCKK has established a partnership with Midwest Family Connections. Our goal is for this facility to accommodate a number of programs such 3rd party monthly meetings, community cooking and other functions for the entire community. Community members are able to rent the space for personal use.

We continue to strive for strong relationships with our families. This is accomplished through daily greeting and conversations between guardians and staff. All parents will have the option to join the program on fieldtrip experiences. KCKK will encourage all parents to join in fundraising efforts for the day care.

- iv) Ongoing evaluations will be fundamental to the success of the Cabin 4 Kids. Daily reflections will be encouraged for all staff members. These notes can be brought forward at monthly staff meetings to assist in problem solving strategies (What worked? What needs further development? Etc.) Staff evaluations will be performed by the Executive Director annually and more frequently as needed. As well staff will perform an annual evaluation on the Executive Director. Parents will be asked for their evaluation of the program on a yearly basis.

Early childhood educators will be encouraged and supported to continually further their professional development and academic upgrading\.

Accidents and Illnesses will be tracked, recorded (Program *Accident/Illness/Incident* Form) and reviewed yearly (at minimum) in the *Incident Reporting Annual Summary and Analysis Report (CDEV0001)*

PLEASE NOTE THE FOLLOWING:

1. Please keep a clean, full set of extra clothing available every day. This should include: socks, diapers/underwear, pants, shirt, shorts and a sweater.
2. Please accompany your child into the center every day, placing their belongings in their cubby, signing them in and personally advising a staff member that you are leaving your child.
3. Please dress your child according to the weather as we try to spend at least half an hour outside a day. Please ensure your child has the following apparel for each season:
 - Spring, Summer, Fall: jacket with a hood, rubber boots, light mitts, raincoat and hat
 - Winter: ski jacket with a hood, snow pants, snow boots, 2 pair of mittens and a toque.
4. Please send shoes or hard-soled slippers that can stay at the center for your child to wear indoors.
5. Please label ALL your child's clothing and personal belongings with their first and last initials in permanent ink.
6. Please do not send snack food with your child, as it is disruptive for all the children. If your child is hungry food will be provided to meet his/her needs.
7. Parents are responsible for supplying diapers, wipes, formula, and baby food jars for their child.

PARENT/CHILD ORIENTATION

We want to make sure our centre is the right fit for your family. Parents are encouraged to arrange a visit with us at the centre. The family will meet the Executive Director, the staff and the children. They will have a tour of the centre and the child will have an opportunity to interact with their peers in their prospective classroom. We allow for two interactive visits with no charge and no obligation of enrollment. This helps the family make what is a very important decision about the care of their child. It also helps in the transition for children and in alleviating separation anxiety.

Once your family has decided that KCCCK is the place for you, you will be provided with enrollment forms which collect all of the pertinent information about your child and family.

On your child's first day they will be assigned both a staff and peer buddy. During circle time your child will be introduced and be able to share a bit about themselves (if possible please give your child a few ideas of what they can say about themselves). If they are too young or shy to speak for themselves the peer or staff buddy can help. We want your child to feel as comfortable and safe as possible during this new stage of their life.

PROGRAMS OFFERED

INFANT PROGRAM (12 TO 19 MONTHS)

Child care providers will build close relationships between family members and the children they will care for, providing continuity between home and daycare. At this very mobile stage of life children are exploring their surroundings, which require a safe environment for active learning. Primary care providers will engage one to one with children at their level and talk in a calm voice using simple language and cues from the child to direct the play.

The room will provide quiet, soft areas for children to enjoy one on one interaction with staff. Music, book, nursery rhymes, finger plays will encourage language and social domains. The center will provide appropriate toys which are scaled to the infants' size and skill development.

Outdoor play will be provided in a safe, gated, playground with sufficient materials for development of motor skills such as climbing or riding toys, walking and crawling.

During daily routines such as diapering and feeding care providers will explain what is happening, and what is to come next and anticipate the child's response and participation.

All meals and snacks will be provided in a manner in which children can eat using fingers or utensils (depending on developmental readiness) and will follow the Canada Food Guide. Care providers will eat with the children to model appropriate behaviours and encourage social interactions at meal times.

After lunch, the lights will be dimmed, and gentle music will be turned on to encourage a restful atmosphere. Children will each be provided with their own sleep mat and may have blankets or snugglies from home. Staff will rock, sit or lay with children who need support during this time and rub backs, hold hands, or just offer their support in their presence.

Weekly observations are conducted to provide the staff with accurate information when programming for weekly experiences. These observations will be recorded in each child's portfolio which parents will have full access to. As well, staff will provide quick descriptions of the child's day (interesting quotes, accomplishments, toileting/diapering records, interactions and pictures) through the use of our new software "HiMama".

TODDLER PROGRAM (19MTHS - KINDERGARTEN)

Children and parents are greeted when they arrive and spend the morning with a child care provider transitioning into the day. The program will follow a regular order in which children will be able to predict what comes next in the day. Play based experiences will be set up based upon observations of children's interests. These experiences will build upon developmental domains such as cognitive, social, physical, creativity, language and emotional development. Plenty of time will be provided between each experience and scheduled routine so that more complex play and transitions can take place. Primary care providers will engage in reciprocal play to model appropriate play and interactions. The center will provide a wide variety of multicultural toys and dramatic play items such as dolls, puppets and a variety of dress up clothes. Art materials are provided for children to explore open ended creativity. Care providers will facilitate these experiences instead of instructing the child on how to accomplish it.

The daily schedule will provide numerous opportunities for language development through finger plays, songs, stories and rhymes. Exploratory play materials such as, water and/or sand table and play dough/modeling clay, paint and goop provide children with a sensory and manipulative experience. Children's art will be displayed throughout the classroom and building, some of which will be at children's eye level.

All meals and snacks will be provided in a manner in which children can eat using fingers or utensils (depending on developmental readiness) and will follow the Canada Food Guide. Meals will be planned with input from the parents and children. Care providers will eat with the children to model appropriate behaviours and encourage social interactions at meal times. Older children will be encouraged to fill their own plates and cups and clear away their place when they are finished, building self-esteem and accomplishment. An opportunity for children to join in meal preparation makes them more inclined to try new foods and enjoy their meals more, knowing they helped in the preparation.

As part of a healthy lifestyle we provide children with time to brush their teeth before rest time. Each child will have their own labelled brush and tooth paste and staff will assist children in this important daily routine encouraging healthy habits.

After lunch, the lights will be dimmed, and gentle music will be turned on to encourage a restful atmosphere. Children will each be provided with their own sleep mat and will have blankets or snugglies from home. Staff will rock, sit or lay with children who need support during this time and rub backs, hold hands, or just offer their support in their presence. Children who do not fall asleep will be offered quiet activities while others rest. This can include books, colouring, and puzzles or for older children, assisting staff in snack preparation or set up.

The outdoor play space is fully enclosed by a chain link fence and gate. The space is equipped with materials for small children to engage in gross motor activities. Adequate space is provided for running, climbing and riding toys. There is a large jungle gym with slide, riding toys, sand box and picnic tables. Play materials such as balls, hula hoops, nets and baskets, bean bags and parachutes will be available for endless opportunities. We are situated on the Buffalo Trails School property and have access to a large sledding hill and playground equipment for the older children in the program with ample opportunities to explore nature.

KCKK also has permission to utilize the Buffalo Trail School playgrounds located on the property.

Staff will use thoughtful planning to anticipate any situations that may lead to disruptive behaviours. These situations will be avoided by planning for enough toys, using smaller group sizes, and preparing children for new experiences. When child guidance is required, staff will speak calmly with the child or children at their level and explain what the concern is for the behaviour and what the consequences are for the action. When developmentally appropriate children will be able to facilitate their own problem solving and solutions. When the solution leaves everyone feeling loved, nurtured, and heard then the Cabin 4 Kids has accomplished its goals.

OUT OF SCHOOL CARE PROGRAM (AGE 5-12 YEARS)

Kitscoty Community Cabin 4 Kids offers Out of School Care Programs for families in need of child care surrounding school hours. To be eligible for this program, children must be enrolled in Kindergarten through Grade Six (or age 12). The goal of the Out of School Care Program is to fulfill a need for quality child care for families in our communities. Out of School Care is available throughout the school calendar year - and may be offered before school, after school, Kinder Fridays and No School days. Pending staff availability and need we may also offer Out of School Care during school holidays and summer break. (Christmas, Spring Break, Easter, etc.)

SCHOOL VACATIONS

Pending staff availability and families needs we may also offer Out of School Care during school vacations. (Christmas, Spring Break, Easter, summer etc.)

Pending staff availability and need, full day Out of School Care for Kindergarten children will commence on June 1st until the beginning of the next school year as long as children have pre-booked their spots.

NO SCHOOL DAYS POLICY

Pending staff availability and families needs, on days that KES is closed, VP OSC will be running a full No School day from 7am to 6pm. Unless otherwise stated.

HOURS OF OPERATION

DAYCARE

Open Monday to Friday 7:00 am to 6:00 pm

OSC

Open Monday to Friday 7:00 – 8:45 am to 3:00 pm - 6:00 pm

CLOSED ALL STATUTORY HOLIDAYS

New Year's Day
Alberta Family Day
Good Friday
Victoria Day
Canada Day
August Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

There will be a posted, as well as written notice to inform you of a specific closure. We will offer Non-School Days when staff is available.

Pending staff availability and need, full day Out of School Care for Kindergarten children will commence on June 1st until the beginning of the next school year as long as children have pre-booked their spots.

CONTACT INFORMATION

Phone 780-846-2228

General Email: admin@cabin4kids.org
After hour Email: afterhours@cabin4kids.org
Confidential Email: director@cabin4kids.org
Website address: www.cabin4kids.org

It can be difficult to get a hold of staff during work hours as it is our policy for staff to be engaged with children when in direct supervision. We ask that you leave a message and we will return your phone call as promptly as possible.

FEES & SCHEDULE

Fees will be increase every year in September.

DAYCARE

Service	Child	Fee	Schedule
Full Time (4+days/wk.)	12-19mths	\$550.00	5 th of Month
	19mths-Kindergarten	\$550.00	5 th of Month
Part Time (Max. 3 days/wk. for the same day of the week all month (ie. Every Weds.))	Child One	\$25.00	5 th of Month
Drop In	Child One	\$25.00	Upon Arrival

OSC

Service	Fee	Schedule
School Day Rate	\$15.00	5 th of Month
Non School Day Rate**	\$25.00	5 th of Month

Pending staff availability

- 🐾 When registered as a Full-Time spot, Full time fees are to be paid 12 months of the year even if the center closes for Christmas break or Staff development
- 🐾 For convenience, we accept personal cheques, cash, Visa, MasterCard, Debit and etransfer.
- 🐾 No child shall be admitted into the program until all registration forms (paper and/or online) are completed in full.
- 🐾 If applicable: No child shall be admitted into the program until government subsidy forms are completed and received by the KCCCK.
- 🐾 Monthly fees will be collected on or before the 5th of every month for that operating month.
- 🐾 All monthly schedules for children will be distributed for the upcoming month and must be returned for billing purposes no later than the 20th of the current month. Once scheduled days are confirmed parents are financially responsible for their scheduled days.
- 🐾 If additional days are required throughout the month, drop in service fees will be charged.
- 🐾 We want to keep the fees at a reasonable and affordable rate, but, fees can be expected to increase if the cost of care increases. If fees will be increased BEFORE the annual September date, it will be done so only with **two months'** written notice.
- 🐾 If fees have not been received by the 5th of the month on a first offense \$25.00 late fee will be applied. If there is a second offense a \$5.00 per day late fee will be applied.
- 🐾 If payment has not been paid by the last day of the following month, your childcare will be terminated

- ✿ There will be a \$35.00 charge for any cheques returned NSF. Cash or money order will only be accepted as replacement for a NSF cheque
- ✿ After receiving 3 NSF charges it will be required that your payment is made by cash.
- ✿ Parents are responsible for their monthly fees if they have been approved for subsidy they will receive a credit on their account for the following months fees, or once the centre has received the payment (usually 30 days).

REFUND POLICY

KCCCK and VP OSC does not give refunds for missed days.

LATE PAYMENT/NSF

Fees are required by the 5th of every month. If fees have not been received by the 5th of the month on a first offense \$25.00 late fee will be applied. If there is a second offense a \$5.00 per day late fee will be applied.

Fees more than 30 days late will result in immediate withdrawal of the child from the program. NSF cheques will result in a \$35.00 charge and/or a cash only policy.

KCCCK understands that each family's situation is unique. Please consult with the Program Director or Program Supervisor for fee scheduling or payment plans.

CHANGE OF INFORMATION

The parent(s) agree to notify the center immediately if there are changes in address, telephone numbers, doctors, or employers.

PICK UP & DROP OFF POLICY

- ❁ Children may only be removed from premises by Parent, Authorized Persons on KCCCK registration form or Emergency Contacts.
- ❁ Parent written notification will be required for the dismissal of their child with anyone other than the parent. The individual picking up the child must provide a safe word, and ID.
- ❁ Parents must walk their child into the day care and greet with the staff.
- ❁ If there is a custody order or other such court order that prohibits any parent/person from contacting/picking up the child, a copy of this order **MUST** be kept at the daycare for “enforceability”.

CANCELLATION POLICY

- ❁ Full cancellation from the program requires 30 day written notification from parent or guardian. Withdrawals prior to 30 days will result in the parents’ responsibility for any fees remaining in the 30 days
- ❁ Notification from parents/guardians is required if a child will not be attending for the day or an extended period of time. **Exchanged days or refunds will not be issued for unused/sick days.**
- ❁ Termination may occur for the following reasons: non-payment of fees; verbal or physical violence from the parent or child.

LATE PICK UP POLICY

Parents are asked to pick up their children by 6:00 pm. Pick-up after 6:00 pm will not be tolerated and will result in an additional fee of \$10.00 for the first 10 minutes late and an additional \$5 per minute after the first 10 minutes will be charged. Time will be calculated using an online digital clock. Although allowances will be made for emergencies and unforeseen hazardous weather, it is the responsibility of the parents to inform the center immediately should this happen.

The fee must be paid immediately or upon the return of the child(ren) to the program. The late pick up form will be filled out and signed by both the staff member and parent. It will then remain in the child's folder. This will be strictly enforced after the 1st offence. Habitual late pick up will result in a letter sent home to the parents.

Transportation to and from the VP OSC is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately. Child/ren must be picked up within 30 minutes of the posted closing time.

Procedure:

1. Staff will make all attempts to call contact numbers including emergency contact numbers.
2. If no contact can be made by 6:15, Police Services and/or Family and Children's Services will be notified.
3. VP OSC staff will **not take** a child home.
4. The Late pick up form will be filled out and signed by both the staff member and parent. It will then remain in the child's folder. This will be strictly enforced after the 1st offence. Habitual late pick up will result in a letter sent home to the parents. Time will be calculated using clocks at the Centre.
5. Staff will inform the Executive Director and/or Program Supervisor to bill the incident so it can be put on their next month's billing.

Violation of the late fee policy may, at the absolute discretion of the Centre, result in termination of childcare services

BABYSITTING POLICY

We ask the parents/guardians of the children enrolled at the Kitscoty Community Cabin 4 Kids **do not** Day Care staff to provide babysitting services outside of the centre, in their home or elsewhere. The staff of Kitscoty Community Cabin 4 Kids are certified, qualified Early Childhood Educators, employed by Kitscoty Community Cabin 4 Kids **does not provide afterhours care**, and with the advice Legal Professionals, any individual employed by Kitscoty Community Cabin 4 Kids is prohibited from providing babysitting services to families of enrolled children as well as soliciting babysitting position to others while on the job. Kitscoty Community Cabin 4 Kids employees are also prohibited from taking children of the daycare premises, outside of regular scheduled Day Care activities such as: scheduled Fieldstrips and walks to the park or neighborhood walks. Contravention of this policy may result in significant consequences (termination) for the Staff and Parents who do not comply with this policy.

OPEN DOOR POLICY

At KCCCK and VP OSC we have an open-door policy, if at any time during regular hours of operation parents have anything they wish to discuss, any questions or concerns, they may book a time to speak to a staff member in the room, the Executive Director, or the Program Supervisor.

If the question or concern is not resolved please refer to our Parent Grievance/Complaint Policy. If at any time a staff member or board member has a question or concern, they may book a time to contact the Executive Director via their personal cell number.

Parents are welcome to come into the Centre at any time during business hours to spend time with their children.

SOCIAL MEDIA POLICY

As best practices our center focuses on professionalism and appropriate communication with children, parents, executive, stakeholders and the community. Our desire is to respect each family and their situations so they feel safe in this program. As an employee, you represent our center and are expected to respect the families, staff, executive, and stakeholders in our community that are in our program, poor representation of this reflects on you and the center.

Our program understands that every family is different, what might be okay for one family may not be okay for another family. As professionals, we understand that what we say and do and how we present it can affect our integrity and the confidence that our families have in us as childcare workers.

Procedure:

- ❁ Posting of confidential information or identifying information (such as names, specific family information or situations, contracts held with special services that are child specific) from the program, child and family information through social media (Facebook, MySpace, Twitter, Etc.) is prohibited and it may result in disciplinary action or be terminated with the discretion of the Director.
- ❁ As part of best practices, having parents on your Facebook page is discouraged. Families do not need to know your daily routines and comments and it may cause unfair judgments on the center staff or families. Part of this job causes you to be in the public eye, but our families do not need to know your personal business.
- ❁ Using social media to comment on the programs activities and daily routines in a positive, non-specific manner is to the discretion of the staff however, if by these posts families feel threatened or unsafe, staff will be asked to refrain from comments. Remember not all families feel safe when they see information displayed and communicated in this way.
- ❁ Students may use non-specific information and observations for their projects and fall subject to all policies of the Program.
- ❁ Executive members are accountable to the policy and procedures of the Program. Lack of thereof will result in the member to step down from their position.

REST POLICY

Licensing and the center feel rest time is an important element in a child's daily schedule. Children are encouraged to play quietly on their mats while staff clean up from lunch and prep quiet time activities approx. 30 min. At this time, children that are still awake will be offered quiet activities, can help staff with tasks or when staff and the other room is available non-nappers can be separated from nappers until the sleeping children are awake. Every child will be given the opportunity to rest/nap. We will take all parents requests into consideration and try our best to meet all family's needs. Kinder children do not nap unless requested by a parent.

NUTRITION

To ensure nutritional eating, lunch and two snacks will be provided by the KCCCK and are included in monthly fees

- 🐾 Nut Aware Facility
- 🐾 Any dietary restrictions or allergies will be clearly posted with a picture of the child or staff in the kitchen and in the primary play room and will be continually updated.
- 🐾 Meals and snacks will follow Canada Food Guide. Snacks will have a minimum of 2 food groups and Lunch will consist of a minimum of 3 food groups.
- 🐾 Children will be included in meal/snack preparation and planning on a regular basis
- 🐾 Families will be consulted on menu planning and encouraged to follow the Canada Food Guide at home
- 🐾 Morning Snack will be provided between 9:00 and 9:30 am.
- 🐾 Lunch at 11:30 - 12:00 pm
- 🐾 Afternoon snack at 3:00 pm or upon children waking up.
- 🐾 In the event the parent provides food breakfast, lunch or a snack from home. It will be required of them to use and adhere to the Canada Food Guide. KCCCK will insure the meal is healthy and will supplement if needed.

OSC

- 🐾 Lunch at 12:00 pm (on Non-school days)
- 🐾 Afternoon snack at 3:30 pm.

SANITARY PROCEDURE POLICY

- ❀ Each cot will be disinfected after each use.
- ❀ Each child will have an individual blanket and toy.
- ❀ Blankets and toys will be laundered weekly or as required.
- ❀ Proper hygiene procedures will be followed at all times by the staff and children.
- ❀ Diapering routine will follow the diapering policy which is posted in diapering area.
- ❀ Hand washing before serving snack and meals for staff and children.
- ❀ Hand washing or hand sanitizer after sand / water play and play dough
- ❀ Hand washing or sanitizer after nose wiping or coughing.
- ❀ Hand washing of staff and children whenever hand are soiled
- ❀ After three uses of sanitizer hand must be washed with soap and water.
- ❀ Tables disinfected before and after meals.
- ❀ Room cleaning schedule to be followed and completed daily
- ❀ Staff must wash hands before administering medication.

Hand sanitizer is used by staff not children

OUTDOOR EXPERIENCES

To promote healthy lifestyles, we make it a priority in our programs to provide outdoor experiences everyday (weather permitting). We have a safe temperature range of -20 to +30 degrees Celsius. Please ensure that children are dressed appropriately for the weather.

SUNSCREEN AND BUG SPRAY

Parents may supply their own bug spray or sunscreen. The other option is to sign-up and use daycare generic brands.

WHAT WE PROVIDE

DAYCARE

- ✿ Morning Snack will be provided at 9:15 am.
- ✿ Lunch at 12:00 pm
- ✿ Afternoon snack will be provided at 3:00 pm or upon children waking up.
- ✿ Menu plan
- ✿ Bibs and face clothes
- ✿ Sunscreen, bug spray, toothbrushes and toothpaste
- ✿ A wide variety of toys & programming to encourage learning through play
- ✿ A wide variety of open ended craft supplies
- ✿ Individual sleep mats
- ✿ Large fenced-in play space

OSC

- ✿ Afternoon snack will be provided at 3:30 pm – 3:45 pm.
- ✿ Menu plan
- ✿ Recreational activities are planned, with a balance of cooperative games and sports. VP OSC will provide opportunities for children to learn about the benefits of regular exercise, good nutrition, hydration, hand-washing practices and hygiene.
- ✿ Children have a quiet space available that provides opportunities to relax, read or complete homework after school
- ✿ A wide variety of open ended craft supplies
- ✿ Daily update about child's day or any issues/concerns
- ✿ Walk over services to and from Kitscoty Elementary School – Each day staff will walk Kindergarten children up to their respective doors. Children in Grade 1 – Grade 6 will be allowed to play on the school playgrounds when the morning supervision bell has gone and a BTPS supervisor is on school property.
- ✿ After school walk over service – Children in Kindergarten – Grade 4 meet teachers at the designated muster point at the front of the school. To promote independence and self-regulation, Grade 5 and 6 students are permitted to walk down to the center on their own once the school bell has rung. If the child(ren) does not go directly to the center, the parent's will be informed and this privilege will be taken away for the week. If the teacher chooses it will be reinstated the following week. If the child(ren) repeatedly miss uses the privilege, the parents will again be informed and the privilege will be taken away and the student will have to meet the teacher with the other students, until the student proves to be trust worthy in following the procedure.

NO SHOW POLICY

If a child is scheduled at OSC and does not arrive at the muster point (or the centre) at the designated time the following steps will be taken.

1. The Executive Director, Program Supervisor or Primary Staff member will go to the school office to confirm the student was present that day. If the student was present the staff member will request the student be paged. While waiting for the student to respond the staff will check with the students' bus driver (if the bus is still present) to confirm they are not mistakenly on the bus.
2. If the student does not respond to the page, and is not on the bus, the staff at the school will contact the Executive Director or Program Supervisor at the centre to try calling the child's guardians.
3. If the Guardians are unreachable, the emergency contacts will be called.
4. If no contact can be made, Police Services and/or Family and Children's Services will be notified.

WHAT PARENTS WILL PROVIDE

DAYCARE

- ✿ Change of clothing
- ✿ Sunscreen and bug spray if an individual requires a specific brand.
- ✿ Weather appropriate clothing that can include but not limited to: sunhats, mittens, ski-pants, splash pants, toque, coats, sweaters, and boots.
- ✿ Toothpaste (Optional) if there is an individual preference.
- ✿ Indoor foot wear
- ✿ Toys may be brought from home, the the KCCCK is not responsible for any damage or missing parts.
- ✿ Diapers, wipes, pull-ups
- ✿ In the event the parent provides food breakfast, lunch or a snack from home. It will be required of them to use and adhere to the Canada Food Guide. KCCCK will insure the meal is healthy and will supplement if needed.
- ✿ Infant milk for bottles (formula/breast milk)

OSC

- ✿ Change of clothing
- ✿ Sunscreen and bug spray if an individual requires a specific brand.
- ✿ Weather appropriate clothing that can include but not limited to: sunhats, mittens, ski-pants, splash pants, toque, coats, sweaters, and boots.
- ✿ Indoor foot wear
- ✿ Toothpaste (Optional) if there is an individual preference.
- ✿ Toys may be brought from home, the the KCCCK is not responsible for any damage or missing parts.

Parental Involvement

It is very important to have positive parental involvement in all aspects of our program. Parents provide the vital insight to their children's lives which allow our staff to create a program that works for the whole family. We welcome all input.

To continue this open communication, we hold two annual events: A Parent Orientation Night held late summer/early fall and our Annual General Meeting (AGM) which is held each March.

As members of the society, parents are required to participate in the activities of the Daycare including fundraising. Each family is obligated to volunteer 12 hours per year. Your year starts and ends on the day of your family's registration with the centre. Each hour's monetary value is \$100.00. Any volunteer hours not completed by the anniversary of your registration will be billed on your monthly invoice. Until payment is made in full your child will not be able to continue attending the centre.

Examples include:

- ❀ Fundraising
- ❀ Working at KCCCK events
- ❀ Selling tickets, goods, etc
- ❀ Handy Work/manual labour
- ❀ Serving on the Board of Directors
- ❀ Serving as a committee member, attending committee meetings
- ❀ Visiting the center to share your experiences/customs/traditions with the children
- ❀ Helping at weekend workshops

Why we need you to volunteer:

This is an Alberta Child Care Accreditation Standard.

High quality child care programs engage in positive relationships with community organizations and involve their community partners and stakeholders in program evaluation processes. The well-being of children and families are strengthened when these partnerships extend to related human service providers in the community, including other professional support.

Information will be sent out via HiMama, email and/or located on the information board at the entrance to the center.

CHILDREN'S RECORDS

Up to date records for each child must be kept on the program premise and available to parents and directors upon request. Records must be updated every 6 months and the review/update recorded on the form provided in each folder. Each folder will include the following information: KCCCK does not share information with anyone other than the parents, guardians of the child. If a parent or guardian requests child-specific information to be share the request and subsequent approval must be in writing, and a record of the information and request are to be kept in the child's file.

LET'S TALK ABOUT TOUCHING POLICY

The staff uses the correct terminology for all body parts. This lets the children feel comfortable and natural with their bodies and also provides them with the vocabulary to use their own protection against abuse.

At the daycare, the policy is to help develop a positive self-image and to show that the staff care for the children through appropriate physical affection.

Affection, such as hugging, is appropriate when:

- ❁ A child is hurt physically and/or emotionally
- ❁ A child asks for a hug
- ❁ During nap time, when a child asks for a backrub
- ❁ A child wakes up from his/her nap
- ❁ A child and staff are sharing positive emotions such as surprise, success, joy, praise, and thanks
- ❁ A child is arriving or departing from the Daycare

Children are encouraged to show affection but are never forced. A child's right to say no to unwanted affection or touching staff or other children is always respected.

CHILD GUIDANCE

Child guidance will be communicated to our parents through The Parent Handbook, which will outline our guidance policy. During parent orientation child guidance policies will be communicated to the parents by the Program Director. All parents will be required to sign a waiver stating that they have read and that the program director has answered any questions they may have toward the guidance policy.

Staff will have an orientation in which they will receive the KCCK/VP OSC Early Childhood Educators Handbook. This handbook will clearly outline acceptable child guidance practices. The Program Director will communicate the guidance policies to new staff and provide supervision and model appropriate guidance behaviours for all staff to ensure the maintenance of the policies and procedures.

When developmentally appropriate children will be involved in setting the room rules. Clear limitations will be communicated to the children by the primary program staff in a developmentally appropriate way. Staff will model appropriate behaviours for children.

The first aspect of child guidance falls upon the staff to actively engage children and limit problematic situations. This means having a large availability of toys, smaller group sizes and clear and understood limitations. Such limitations will focus on the safety of all children and staff members. When a problematic behaviour does arise, the staff will acknowledge the behaviour (“Sally* I see you are standing on the chair.”) and then state a concern for that behaviour, (I’m worried that you could fall down and hurt yourself”). Acknowledging the child’s feelings will help them to feel understood and that they matter. Staff will be expected to speak to children at their level. Only in situations where the safety of a child or staff member be it physical or emotional is compromised will a thinking time be used. This time may occur inside the room in a designated “safe spot” or outside the room in a designated area this will allow the child to calm down upon which a staff member will speak to the child about the behaviour and when developmentally appropriate, mediate and facilitate problem solving solutions. Reinforcing good behaviours will give children a sense of accomplishment and positive self-esteem.

Child discipline action taken, must be reasonable in circumstance. Under no circumstances will any form of physical, emotional or psychological abuse be tolerated. Staff are to ensure children will not be isolated or denied any basic necessity nor will any unreasonable consequence be taken.

BEHAVIOR MANAGEMENT POLICY

We believe in a loving environment that respects the individuality of each child. We find through effective communication and a challenging program, children are happy and cooperative. By recognizing children's differences in age, temperament, and experiences, and offering a program that sets limits, children's behaviour becomes more manageable.

A variety of approaches will be used to help the children learn self-control. These include:

- a. Patiently reminding children of limits when needed.
- b. Role modeling appropriate behaviour.
- c. Ignore (observe but do not engage) behaviour when inappropriate.
- d. Providing choices for children to facilitate problem solving.
- e. Positive redirection when possible.

Removing the child from the situation to give them the opportunity to relax will be used with careful consideration. Removing the child will not be used as a punishment and the child will be treated with respect and dignity. This final stage is considered restrictive and must be authorized by the Program Director and/or Director. The alternative setting will be comfortable and relaxing and be used until the child is ready to return to their group. Words of encouragement will be provided with support in facilitating the child to regain self-control.

There will never be a need to be physically rough with the child. Hitting, spanking, slapping, biting, shaking or squeezing a child is not permitted. Such behaviour will result in immediate dismissal.

EACH STAFF MEMBER MUST SIGN THIS PRIOR TO EMPLOYMENT

POTENTIAL HEALTH RISK

Any child believed to be suffering from any of the following Potential Health Risks/Diseases as listed in the Schedule 1 of the Potential Health Risk Regulation will require immediate parent or guardian pickup as mandated by childcare regulations.

How to assess if your child is a potential health risk:

- 🐾 vomiting
- 🐾 fever
- 🐾 diarrhea
- 🐾 new unexplained rash or cough;
- 🐾 requires greater care and attention than can be provided without compromising the care of other children in the program

Our staff performs an individual assessment before a call to a parent to pickup their child is made.

The child must have 2 or more of the symptoms below;

The severity of symptoms based on the age of the child will also be considered during assessment.

An ill child will be defined as a child that has any of the following symptoms:

- 🐾 requires greater care and attention than can be provided without compromising the care of other children in the program
- 🐾 Displays other symptoms that lead a staff member to believe that the child poses a health risk.

These may include but are not limited to:

- Pain – any unexplained or undiagnosed pain
- Acute cold (fever, sore throat, green/yellow runny nose/eyes etc...)
- Difficulty in breathing – wheezing or persistent cough
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Infected skin or eyes (mucus/puss draining) or an undiagnosed rash
- Headache and stiff neck
- Severe body or scalp itch
- Children with a known or suspected health risk
- Vomiting – 2 or more times in 24hrs – may return to care 24 hours after symptoms have subsided
- Diarrhea – 2 or more times in 24 hrs – may return to care 24 hours after symptoms have subsided

If your child(ren) are sent to daycare or develop 2 or more of the above listed symptoms during the day, parents will be contact to pickup the child from the centre.

When a child is sent home with 2 or more of the above symptoms, an illnesses form will be filled out to insure regulations for return to the program are followed. If there is a discrepancy between the center and parents' assessment of the child's symptom's a doctor's note is required for the child to return to the program.

If symptoms persist for longer than 2 weeks or change in severity a new note will be required or the child will be removed from the program until symptoms are not longer present.

Children should NEVER be medicated to mask symptoms and then sent to daycare (i.e. given Tylenol to break fever) unless accompanied by a doctor's note.

If symptoms are deemed to not be a health risk ie: individual symptoms associated with teething or food intolerances, a documented conversation between the Executive Director and/or Program Supervisor and the parent or guardian will take place to be used as a reference for future occurrences.

You should arrange for back-up care when your child is sick, and unfortunately, there are no refunds or discounts for days that your child does not attend daycare due to illness. There are costs associated with each childcare spot per day, that unfortunately cannot be avoided if your child is not in attendance.

Outbreak

Under the Public Health Act, KCKK is required to report all incidents of communicable diseases to Alberta Health Services. 1-866-654-7890. Public Health services might come in and evaluate the situation. The centre will then work with the public health services on what will have to be done about the situation. This can be anything from separating infected children to shutting the centre down for the amount of time needed to stop infection.

Communicable Diseases include: Chicken Pox, Diphtheria, Gastrointestinal infections (Diarrhea), e.g. Salmonella, Shingles, Hemophilus Influenza, Hepatitis, Mumps, Polio, Rubella (German measles), Tuberculosis, Whooping Cough (Pertussis), Scabies, Lice, Ringworm, Pinkeye, Fifth Disease (Slap Cheek), Hand Foot and Mouth Disease and Influenza are also included.

PARENT RESPONSIBILITIES:

To limit the spread of germs, please keep your child at home if she or he is feverish, coughing a lot, has thick yellow or green discharge from the nose, or is otherwise obviously unwell!

Parent Responsibilities:

Follow Potential Health Risk guidelines provided in the KCKK Handbook

Children displaying any of the above symptoms are advised not to attend the center until symptoms have ceased.

If a child does become ill while in the center parents will be notified by phone call for the immediate removal of the child. If the parent is unable to release the child; emergency contacts will be notified for the removal of the child.

KCCK does not share information with anyone other than the parents, guardians of the child. It is the parent's responsibility to share information to others as they see fit.

SUPERVISED CARE FOR SICK CHILDREN

Sick children will be removed from direct contact with other children and will be supervised by a primary staff within the primary child care room as supervision allows or will be supervised by the program director within the office. A sick child is to be kept as far away as is practicable from the other children.

HEAD LICE POLICY

Students diagnosed with live head lice do not need to be sent home early from KCCK; they can go home at the end of the day, be treated, and return to daycare after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

The Canadian Pediatric Society reaffirmed its view that there is no "sound medical rationale" for keeping kids with lice out of daycare.

The risk of transmission is low and there is greater harm in depriving kids of an education while making them feel ashamed about having lice, which are most often spread by head-to-head contact.

Any hair comb and brushes used for doing hair, is sprayed with bleach after every use. Hair clips and ties are a one use only and once sent home, are the Childs' to keep. Blankets and pillows are replaced daily.

Parents with concerns are welcome to talk to the director.

ADMINISTRATION OF MEDICINE

Medication will not be administered unless the following is provided:

- ❃ Written parental consent for the administration of medicine
- ❃ Original medicine labeled container (with correct administering device. i.e. syringe)
- ❃ Medicine will only be administered by a Primary Caregiver with a valid first aid.
- ❃ Administered according to labeled directions.
- ❃ Medications (including medicinal diaper cream) must be stored in a locked box, inaccessible to children.

Administered medication must be recorded on a Medication Record Sheet/Ongoing Medication Record Sheet including:

- ❃ Name of child
- ❃ Date
- ❃ Name of medication
- ❃ Time of administration
- ❃ Amount administered
- ❃ Initials of person administering (holding valid CPR)
- ❃ Parental signature of receipt of medication/herbal remedies after authorization period has ended

Staff must return medicine container to parent when authorization period has ended.

Emergency medication such as EpiPen's will be located near the first aid kit or in the child's personal belongings (backpack) and inaccessible to children.

HERBAL REMEDIES

If herbal remedies are to be given to your child while at the center, a medical authorization form must be completed and signed. The medication must be in the original container with your child's name and the ingredients clearly printed on it.

All Essential Oil vials and bottles will be secured in either a lockbox or in the cabinet in the staff bathroom.

No Essential Oil will be used for sensory activities (i.e. playdough) unless it clearly states on the bottle: *Food grade product, For consumption purposes.*

HEALTH CARE

Health care will be provided to a child only with parental written consent or provided in the form of first aid.

Should a child require extraordinary healthcare needs the staff responsible for the child who requires additional health care are trained and the training is to be documented and place in both the staff file and child's file.

EMERGENCY/EMERGENCY EVACUATION PROCEDURES

- 🐾 Fire drills will be performed by staff at least every other month.
- 🐾 Staff will review with children proper fire drill procedures during circle time or the duration of the day.
- 🐾 Staff will be oriented on fire drill procedure during staff orientation.
- 🐾 Evacuation procedures will be posted

POWER, GAS AND WATER OUTAGES

Centre Closure Policy (Snow Storms, Power Outages & Water Outages)

The centre **will not** open if there is no power and/or water. If there is a power/water outage before the centre is open, the proper authorities will be contacted to see how long before power/water can be restored. If power/water is not going to be restored within one hour, the centre will not open for that day. All families will be notified about a cancellation due to a power/water outage by phone.

Every attempt will be made to operate as usual on storm days. In the event of a snow storm developing in the middle of the day, in the best interest of the children, we ask that you pick up your child in a timely manner. This will allow children and staff to get home safely.

The centre does reserve the right to close early, as weather conditions warrant.

To prevent financial loss to the centre, fees will be charged in the unforeseen event of a power/water outage or early closure.

SEVERE WEATHER (TORNADO) POLICY

In the case of a Tornado watch for our area, the staff will begin contacting parents to let them know of the severe weather situation. At this point the parents will be given the choice of picking the child up or having the child remain in the center.

In the event the TORNADO WATCH becomes a TORNADO WARNING, staff will move children to the middle of the building away from the windows and provide stimulating quiet activities for the them. Staff will continue to assess the situation through information from the local radio station (95.9 Lloyd FM) and the internet. Staff will ensure children's attendance (iPad), and excursion backpack with first aid kit is accessible.

If a TORNADO is imminent and the storm becomes severe parents are asked to be aware their children are being kept safe and refrain from pick up until it is safe to do so. Children and staff will proceed to the arena or another safe building.

Once the threat has passed parents will be notified where to pick up their children.

SEVERE WEATHER (COLD) POLICY

In extreme weather conditions, when the weather is below -25 with the windchill we will not go outside to play, Instead gross motor activities will be planned for indoor play.

When extreme cold weather conditions go below -45 with the wind chill, the Center will close.

Kitscoty Community Cabin 4 Kids reserves the right to close early as weather conditions warrant.

BOMB THREAT PROCEDURE

1. If there is a bomb threat the daycare staff and children will immediately evacuate the building.
2. Staff will take the children to the field close by the school. If the weather does not permit evacuation to the field, staff will take the children to the Gas station/convenience store on main street.
3. If, within one hour, the fire department determines that the daycare is safe to enter, we will return to daycare.
4. If, after one hour, it is still unsafe to return to the daycare, parents will be called to pick up their child.
5. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child.
6. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

SMOKING

No staff member shall smoke at any time or place that child care is being provided. We ask that all staff and parents set healthy examples for the children in our care. No person can smoke on the program premises.

ACCIDENT, INCIDENT OR ILLNESS REPORTING

While attending the program if any child should be seriously ill or injured or experiences any incident that could affect health and safety the incident must be reported to licensing staff within 2 working days and recorded on the Incident Reporting Form.

- ❃ All accidents or serious illnesses pertaining to children will require immediate parent notification by phone.
- ❃ Accidents and serious illnesses are recorded on the *Accident/Illness/Incident Report Form* in which parents must sign and return and on HiMama when available. This form is stored in the child's records
- ❃ If parents cannot be reached emergency contacts will then be immediately contacted by phone.
- ❃ If necessary, the child will receive medical attention from First Aid certified staff or from Emergency Services.

Incidences could include the following:

- ❃ An incident that may seriously affect the health or safety of the child
- ❃ emergency evacuation
- ❃ unexpected program closure
- ❃ intruder on the program's premises
- ❃ serious illness or injury that requires the program to access emergency medical attention or require overnight hospitalization of child
- ❃ child removed from program by non-custodial parent or guardian
- ❃ error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid or the program requesting emergency health care and/or requires the child to remain in hospital overnight
- ❃ death of a child
- ❃ unexpected absence of child from program (missing child)
- ❃ allegations of physical, sexual, emotional abuse and or neglect of a child by program staff member or volunteer
- ❃ commission of an offense by child under an Act of Canada or Alberta
- ❃ child left on premises outside of the program's operating hours

PARENT GRIEVANCE/COMPLAINT

In the case where the parent has a complaint about the childcare services offered, the matter should be resolved by addressing the issue with the Director.

If the matter or issue cannot be resolved through this avenue, the parents should direct the complaint in writing to the board and a meeting will be scheduled at earliest convenience

In the case of a grievance and the parent feels the matter has not been resolved to his/her satisfaction, the matter should be reported to the Regional Child Care Licensing Authority for the Licensing Officer to investigate.

Parents and staff are also encouraged to submit anonymous feedback through our website at (www.cabin4kids.org), HiMama, Facebook messenger, email or our annual survey.

With your communication, we look forward to providing a positive experience for your child. Feel free to contact us at any time at the center, by phone 780-846-2228 or email. admin@cabin4kids.org Also find us on Facebook.

HANDBOOK REVIEW AND REVISION POLICIES

All policies and procedures will be reviewed by the Program Director and staff members during staff meetings and revisions will be made if necessary. When a revision is made the date is to be updated in the header section of the appropriate policy and noted in program plan review list and noted in Handbook Review Section.

All policies and procedures are to be reviewed annually with the board prior to the Annual General Meeting (AGM) held annually in March. At the AGM, we encourage parents to also come forth with any concerns or updates they wish to see added. Staff, parents and board members not in attendance can also submit to the Secretary their recommendation in writing no later than one week before the scheduled meeting. When a revision is made the date is to be updated in the header section of the appropriate policy and noted in handbook and noted in Handbook Review Section.

Previous Revision Dates

August 2011 Kristen Byrt
June 15, 2013 Holli Harty
December 31, 2013 Tracee Hamel & Holli Harty
May 31, 2014 Tracee Hamel
March 3, 2015 Tracee Hamel, Catharina Posthumus and Sarah Smith
July 1, 2015 Tracee Hamel
June 16, 2016 Tracee Hamel and Catharina Posthumus
Sept 1, 2017 Tracee Hamel
March 1, 2018 Tracee Hamel, Catharina Posthumus and Staff
February 19, 2019 Kathryn Brown, Trista Brewer, Cat Posthumus and Staff

Next Revision Approval Date: by KCKK Board at Annual General Meeting.